

City of Roswell, NM

P.O. Box 1838
Roswell, New Mexico USA 88202-1838
(575) 627-6700
Fax: (575) 624-6709

REQUEST FOR PERMISSION FOR OUTSIDE EMPLOYMENT FOR THE YEAR 2010

Date: _____

To: _____ Department: _____

Printed Name: _____ Last 4 of SSN: _____

(Print full name as in personnel records)

I hereby request permission to engage in outside employment, business activity or enterprise as set forth below.

Job/Business Name: _____

Job/Business Type: _____

I understand that approval of this request may only be granted under the appropriate provisions of the *Personnel Rules and Regulations* of the City of Roswell and that should any conflict exists or develop, such approval will be denied or revoked at the discretion of the City Manager. I understand that this permission will only be effective during the year 2010.

Employees Signature

To: City Manager/Assistant City Manager

- ☐ No apparent conflict with the employee's request and his/her present duties or responsibilities. Therefore, I recommend this request be approved.
- ☐ This request should be denied as it is in conflict with the best interests of the City and this department for the following reason(s):

Additional Comments/Restrictions: _____

(Use reverse side if necessary.)

Department Head's Signature

Date

☐ Request Approved ☐ Request Denied

City Manager/Assistant City Manager

Date